

FREEDOM OF INFORMATION

Thank you for your email received in the Scotland Office on 25 November 2009. You asked for the following information under the Freedom of Information Act 2000:

A list of the criteria used to determine which hotels are used by the Scotland Office departmental staff?

Information as to whether or not the availability of room service is one of the criteria used to assess whether or not departmental staff will stay at a certain hotel?

Whether or not the availability of room service is only criteria for particular grades of staff, and (if so) a list of the grades that this applies to?

I am writing to confirm that the Scotland Office has now completed its search for information and I now provide our response;

The Scotland Office entered into a contract for official business travel as a result of a tendering exercise undertaken on behalf of Government Departments by Office of Government and Commerce Buying Solutions (OGCbs).

All staff are strongly advised to make use of this contract when travelling on official business.

The availability of room service is not a criterion in deciding on accommodation. If staff choose to use room service at any hotel, they do so at their own expense

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

Fol Officer
1 Melville Crescent
Edinburgh
EH3 7HW

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any queries about this letter, please contact me.

Yours sincerely